

CHAPTER 5 - EMERGENCY EMPLOYMENT

5.1 GENERAL

In the event of an emergency requiring additional personnel for the period of the emergency, the following procedures are applicable.

5.2 ARMY AND AIR NATIONAL GUARD

The Army and Air National Guard will hire (activate) new personnel in a State Active Duty status according to procedures contained in OPLAN ARIZONA. Civilian employees are hired on an hourly pay basis, charged directly to the emergency, and will meet any civilian personnel requirements.

DIVISION OF EMERGENCY MANAGEMENT

The DEMA Division of Emergency Management will employ additional personnel according to the procedures outlined in this section.

Non-covered Positions

The Division of Emergency Management Director will determine a list of positions, which may be required in the event of an emergency. The Administrative Services Officer will coordinate with ADOA Human Resources Division personnel to establish these non-covered positions as a reserve pool to be used in the event of an emergency proclamation.

5.3.2 Resource Personnel List

The Division of Emergency Management Director and the Administrative Services Officer will mutually develop a list of available personnel for emergency employment. The Division of Emergency Management Director will maintain this list current. All Major Commanders and Directors are responsible for assisting in the recruiting/development of this list as it pertains to their program areas.

5.3.3 Hiring Into Non-covered Positions

When an emergency is declared, the Division of Emergency Management Director will determine which positions require an immediate hire, which are to be filled with existing agency personnel and which require new personnel. Determinations will be based on considerations of anticipated length of emergency, urgency of hire, availability of additional qualified personnel, etc. These

determinations will be provided to the Administrative Services Officer to perform the following tasks as required:

- Place current state service employees into Emergency Appointment, Special Detail or Mobility Assignments.
- 2. Recruit and in-process additional new personnel into non-covered positions.
- 3. Return state service employees to prior employment status when additional new personnel are available and/or at the end of the emergency requirement.
- 4. Notify the payroll section of these actions for proper accounting

5.4 FUNDING OF EMERGENCY POSITIONS

State personnel are generally assigned to only one program and charged entirely to that program.

- 2. In the event of an emergency proclamation, the appropriate Director may approve emergency appointment of a state service employee to another position funded entirely by the emergency proclamation. The Administrative Services Officer, when notified in writing of the requirement to assign an individual to a special detail or Emergency Appointment, will process the appropriate paperwork and notify the Joint Programs Division, Resource Management payroll unit, which will ensure proper accounting for charging to the appropriate account.
- 3. Under exceptional circumstances, the Division of Emergency Management Director may approve employment funded out of more than one program. In such cases, the Director will designate the proportions and payroll will make payment according to Labor Distribution practices approved by ADOA Finance and Accounting.